

Budget Introduction

This introduction includes five sections: a budget overview, an explanation of key assumptions used to develop the budget, a description of the funds requested, a description of the match funds, and a description of need assistance with facilitation and mediation services.

In association with the attached spreadsheets, this section provides a complete and detailed explanation of the proposed Upper Pit River Watershed IRWMP planning grant budget.

Budget Overview

The total cost of the Upper Pit River Watershed IRWM Plan preparation is \$828,953. The applicant funding match is \$179,240. The grant request is \$649,713. The match is 27.5 percent. Administration is at 13.5 percent.

The match for the project is focused on three key areas – stakeholder involvement and coordination, project development and IRWMP implementation.

The Upper Pit River area has a history of strong collaborative planning. However, the boundaries of the IRWM area involve communities that have not worked closely in the past; many of these communities are severely disadvantaged, making coordination a challenge. It is important to note that in an area where 90 percent of the population is disadvantaged and almost half is severely disadvantaged that the NECWA board has elected to contribute an administrative match beyond their participation in the RWMG as MOU signatories. The willingness of area citizens to contribute such a large number of meeting hours is a testament to their commitment to the IRWM process. The goal of developing multi-stakeholder and multi-objective projects is central to the region's future and recruiting and developing working relationships is intrinsic to this outcome. Finally, an IRWMP without a specific strategy for how to move forward after plan completion will not be in a position to produce durable outcomes, hence the importance of developing a clear and well reasoned strategy for plan implementation.

BUDGET TABLE I GRANT REQUEST AND BUDGET SUMMARY			
<i>Total grant request is less than the maximum, with a 28% match</i>			
Work Plan Task Item	Applicant Funding Match	Grant Request	Total Cost
Administration	\$4,400	\$88,240	\$92,640
Outreach, Collaboration, and Coordination	\$141,720	\$249,152	\$390,872
Region Description/Resource Integration		\$18,980	\$18,980
Water-Related Issues and Conflicts		\$35,080	\$35,080
Resource Management Strategies		\$64,110	\$64,110
Local Water and Land Use Planning Coordination		\$15,301	\$15,301
Climate Change		\$25,380	\$25,380

BUDGET TABLE I GRANT REQUEST AND BUDGET SUMMARY			
<i>Total grant request is less than the maximum, with a 28% match</i>			
Work Plan Task Item	Applicant Funding Match	Grant Request	Total Cost
Objectives		\$15,320	\$15,320
Project Development and Integration	\$22,800	\$91,040	\$113,840
Plan Performance and Monitoring		\$5,260	\$5,260
Data Management		\$23,130	\$23,130
Finance		\$11,520	\$11,520
Impacts and Benefits		\$5,320	\$5,320
Technical Analysis		\$5,320	\$5,320
IRWMP Implementation	\$10,320	\$1,920	\$12,240
Prepare IRWMP Document		\$52,340	\$52,340
Total	\$179,240	\$649,713	\$828,953

BUDGET TABLE I
OVERALL BUDGET ASSUMPTIONS, BY TASK

General Assumptions

- Project timeline is 18 months
- Main office will be in MacArthur, CA
- Match will be charged at \$50/hr (based on median hourly rate survey of RWMG members' and stakeholders' professional and pre-retirement salaries, or organization/agency average hourly rate)
- All expenses are estimated at actual cost with no administrative mark-up
- Where hours are simply to complete the task work effort, no specific assumptions are shown
- All oversight will be a match by the NECWA, the RWMG, and the CC
- CC will perform primary oversight
- See Budget Table 2, below, for a total of in-kind match by committee
- Consultant will supply team match as noted

Task I Administration

	<p>NECWA: Nine meetings @ 3 hrs each = 18 hours Supervise fiscal agent: 18 months @ 2 hrs. = 36 hours Contract oversight: Meet with lead consultant bi-monthly to receive report, update financials, project status, monitor deliverables, monitor schedule, etc. = 16 hours. TOTAL 88 HOURS</p> <p>TOTAL MATCH: Donated time to review and comment on IRWMP section drafts = 88 HOURS</p>
I.4 Establish DWR compliant invoicing policies, procedures, and systems	<p>Monthly invoicing (18 x 4 hrs @ = 72 hrs PM, 18 x 8 hrs@ = 144 hrs PA)</p>
I.5 Overall contract management	<p>Fiscal Agent: General communication with NECWA and preparation of invoices: 8 hours per month x 18 months. TOTAL 144 HOURS</p>

1.6 Management of project team by consultant	<p>Project Manager/Deputy Project Manager: Total of eight subcontractors--request and review monthly status reports for inclusion in invoice and monitor percent complete vs. percent spent. 18 months x 8 contractors @ 2 hrs a month each.</p> <p>TOTAL 288 HOURS</p>
Task 2 Outreach, Collaboration, and Coordination	
2.1.3 DAC and EJ outreach	<p>In-region mileage for consulting team measured from McArthur Ca 7,500 miles x \$.50 = Total Mileage: \$ 3,750 <i>All other mileage will be donated but not recorded as part of the formal match by the consulting team. However, if, during negotiation of the agreement, a system can be devised that is satisfactory to DWR then the mileage and travel time will be recoded and added to the match total in the agreement.</i></p>
2.1.4 Financial assistance for disadvantaged participants	<p>Direct Costs: Stipends: Childcare costs, meeting participation, etc. (as described in work plan). <i>Total \$10,000</i> Establish local libraries as official distribution and IRWMP review sites: Provide additional internet capacity w/ ten computers @ \$600 each for CPU, monitor, and dedicated printer. <i>Total \$6,000</i> SWIM "how to" and web portal "how to" materials at each station @ \$700 per library. <i>Total \$7,000</i></p> <p>TOTAL \$23,000</p>
2.2.1 Committees in support of IRWMP development process	<p>RWMP and stakeholder match: Note: all meeting hours including attendance and follow-up are include in the match for this task. The only meeting hours that show in individual work plan tasks are those that support added requirements for preparation.</p> <p>Supplies: Flip sheets (\$40 per 2-pk x 40 = \$1600), marking pens (\$8 @ set x 4 = \$32), name tags (\$60 per 400 x 2 as not all meetings require the tags = \$120), name tents (box of 50@ \$22 x 3 = \$66), easels (\$60 x 2 = 120), poster bond roll paper (\$30 @ x 4 = \$120), CD purchase for entire project (to cover all data transport, provision of data to committees and TACs, distribution of interim documents and distribution of final IRWMP assumed to be roughly 500 cds (@ \$15 per 50 = \$150), purchase of flash drives to support document transfer and preparation (16GB @ \$25x 6 @ = \$150)</p> <p>Projector for PowerPoint presentations= (\$600)</p> <p>Postage = \$100</p> <p>Print cartridges = \$600</p> <p>Copying = \$ 1,500 for meeting only (IRWMP is separate expense)</p> <p>Meeting match : Meeting Room: 64 meetings x \$100= \$6,400 total (50% match by local organizations = \$3,200)</p> <p>TOTAL EXPENSE = \$8,202</p>

2.2.2 Prepare materials to support initial region-wide RWMG meeting	Printing packets and basic meeting support materials 75 packets x 20 pgs x .07\$ = TOTAL EXPENSE: \$ 1,050
2.2.3 Conduct initial region-wide RWMG meeting	Supplies already identified and listed in Task 2.1.1, above. Meeting space contributed by local agency. TOTAL MATCH: \$250
2.4 Prop 84 DWR Sacramento River Funding Area Work Group	Consultant is providing the match for this entire task TOTAL MATCH: \$ 5,820
Task 3 Region Description	
3.1 Collect and evaluate existing data	Document purchase Total expense: \$400
3.3 Data gaps	Fund to support reinterpreting, developing, or gathering of data to finalize region description Total expense: \$5,000 (Expenditure must be approved by CC prior to authorizing consultant)
Task 6 Local Water and Land Use Planning Coordination	
6.2 Convene conference/forum/workshop	Direct Costs: Room rental TOTAL \$500 Display boards (6, b&w, 24x36 @ \$4.50 @ = \$27; 6 color, 24x36 @ \$50@ = \$300; 6, b&w, 36x38 @ \$9 = \$54), 6 color, 36x48 @ \$90 = \$540) Total Display Boards = \$921 Printing of packets and handouts (100 attendees x 1 packet @, x 20 pages of materials and handouts @\$0.07 per page), plus miscellaneous materials = \$200 Total cost: \$ 1,621
Task 9 Project Development and Integration	
9.2.2 Developing and integrating new projects	Consultant match – shown below (Total Match \$ 7,320)
9.3 Prepare application materials	Copy expense to distribute hard copies to all stakeholders and RWMG members for distribution within their individual organizations or agencies Total cost: \$1,000
9.6 Prepare DAC project development manual	Cost to print and distribute manuals to area libraries Total cost: \$500

Task 15 IRWMP Implementation	
	Consultant match for entire task (except for 1 hour each task to design contents with CC) Total Match \$ 5,400
Task 16 Prepare IRWMP Document	
16.1 Prepare IRWMP document	The RWMP expects to have document available as hard copy (150 copies, 150 CDs, electronic posting as PDF on web), costs of CDs already shown in overall meeting Task 2 assumptions Printing costs of 350 page document double sided with 11x17 graphics, 5 – 10 color pages and coil bound estimated by reprographics to be +/- \$ 40 @ x 150 = \$6000)

BUDGET TABLE 2 TOTAL MATCH							
Task	PM	DPM	PA	RWVG Member	Direct Expense	Total Hours	Total Match
	\$135	\$80	\$40	\$50			
I Administration				88			
Match Expenses	0	0	0	0			
Total Hours	0	0	0	88			
Hourly Rate	\$135	\$80	\$40	\$50			
Total for Task				\$4,400		88	\$4,400
2.2.I Committees in support of IRWMP development process ¹	40	20		2508		2568	
Match Expenses	0	0	0		3500		
Total Hours	40	20	0	2508		2568	
Hourly Rate	\$135	\$80	\$40	\$50			
Total for Task	\$5,400	\$1,600	\$0	\$125,400	\$3,500	2568	\$135,900

¹ See Budget Table 3 for details

BUDGET TABLE 2 TOTAL MATCH							
Task	PM	DPM	PA	RWMG Member	Direct Expense	Total Hours	Total Match
	\$135	\$80	\$40	\$50			
2.4 Prop 84 DWR Sacramento funding area work group							
	36		24				
Match Expenses					0		
Total Hours	36	0	24			60	
Hourly Rate	\$135	\$80	\$40				
Total for Task	\$4,860	\$0	\$960	\$0	\$0	60	\$5,820
9.2.2 Developing and integrating new projects (DAC only)	40	40	40	80			
Match Expenses					0		
Total Hours	40	40	40	80		200	
Hourly Rate	\$135	\$80	\$40	\$50			
Total for Task	\$5,400	\$3,200	\$1,600	\$4,000	\$0	200	\$14,200
9.6 Prepare DAC Project Development Manual	40	40					
Match Expenses					0		
Total Hours	40	40	0	0		80	
Hourly Rate	\$135	\$80	\$40	\$50			
Total for Task	\$5,400	\$3,200	\$0	\$0	\$0	80	\$8,600

BUDGET TABLE 2 TOTAL MATCH							
Task	PM	DPM	PA	RWVG Member	Direct Expense	Total Hours	Total Match
	\$135	\$80	\$40	\$50			
15 IRWMP Implementation	40	40	40				
Match Expenses				0			
Total Hours	40	40	40	0	120		
Hourly Rate	\$135	\$80	\$40	\$50			
Total for Task	\$5,400	\$3,200	\$1,600	\$0	\$120	10,200	\$10,320
TOTAL MATCH	\$26,460	\$11,200	\$4,160	\$129,400	\$3,620		\$179,240

BUDGET TABLE 3							
MEETING MATCH PROVIDED BY RWMG MEMBERS AND STAKEHOLDERS							
Meeting Entity	# of Meetings	Hrs per meeting	Total hrs of mtgs	# of Attendees	Number of Mtg Hrs	Average Hourly Rate	Total
RWMG	5	6	30	35	1050	\$50	\$52,500
CC	18	3	54	8	432	\$50	\$21,600
TAC/Sub-committee	25	3	75	6	450	\$50	\$22,500
Regional Sub-committee	16	3	48	12	576	\$50	\$28,800
	64		207	61	2508	\$50	\$125,400.00

Need for Facilitation and Mediation Services

The Upper Pit River Watershed is challenged by a wide variety of water management issues. Additionally, the region is characterized by strong and independent communities with a strong regional identity. The heavily disadvantaged nature of the region constrains the ability of local citizens to develop a match beyond their time and energy. In this hard working community, there are few local facilitators and none who don't have some vested interest in the outcome of the project. Many in the region feel that the IRWM process has the potential to resolve issues and conflicts within the watershed – with the assistance of skilled and practiced facilitators and mediators.

Conversations with the Center for Collaborative Policy (CCP) indicate that their staff has the capabilities that the region has self-identified as essential to the IRWM process – meeting and facilitation skills. However, there was no additional capacity to create a viable match to cover the budget increase that would result from CCPs inclusion in the overall budget. While the lead consultant has considerable skills in both facilitation and mediation, the split focus that would result from using her as a primary resource would not serve the larger work effort. As a result, the Upper Pit River Watershed group is specifically requesting assistance from DWR for developing a relationship with CCP – to support and enhance the IRWMP effort with the resolution of local issue and conflicts within the context of IRWMP preparation.

SUMMARY BUDGET

Upper Pit River Watershed IRWMP

	Task Description	Funds Requested	Match Funds	Total Project Cost
1	Administration	\$ 88,240.00	\$ 4,400.00	\$ 92,640.00
2	Outreach, Collaboration, and Coordination	\$ 249,152.00	\$ 141,720.00	\$ 390,872.00
3	Region Description/Resource Integration	\$ 18,980.00	-	\$ 18,980.00
4	Water-Related Issues and Conflicts	\$ 35,080.00	-	\$ 35,080.00
5	Resource Management Strategies	\$ 6,410.00	-	\$ 6,410.00
6	Local Water and Land Use Planning Coordination	\$ 15,301.00	-	\$ 15,301.00
7	Climate Change	\$ 25,380.00		\$ 25,380.00
8	Objectives	\$ 15,320.00		\$ 15,320.00
9	Project Development and Integration	\$ 91,040.00	\$ 22,800.00	\$ 113,840.00
10	Plan Performance and Monitoring	\$ 5,260.00		\$ 5,260.00
11	Data Management	\$ 23,130.00	-	\$ 23,130.00
12	Finance	\$ 11,520.00	-	\$ 11,520.00
13	Impacts and Benefits	\$ 5,320.00	-	\$ 5,320.00
14	Technical Analysis	\$ 5,320.00	-	\$ 5,320.00
15	IRWMP Implementation	\$ 1,920.00	\$ 10,320.00	\$ 12,240.00
16	Prepare IRWMP Document	\$ 52,340.00		\$ 52,340.00
Total		\$ 649,713.00	\$ 179,240.00	\$ 828,953.00